

State of Hawaii
Department of Human Services
Housing and Community Development Corporation of
Hawaii
Homeless Programs Branch

Request for Proposals

RFP No. HPB 2006-03
Community Reintegration for Exiting
Offenders

May 5, 2006

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

May 5, 2006

REQUEST FOR PROPOSALS

COMMUNITY REINTEGRATION FOR EXITING OFFENDERS RFP No. HPB 2006-03

The Department of Human Services (DHS), Housing and Community Development Corporation of Hawaii (HCDCH), is requesting proposals from qualified non-profit agencies to provide shelter and supportive services for the Community Reintegration for Exiting Offenders, transitioning from prison to the community in the counties of Hawaii and Oahu. The contract term will be from July 1, 2006 through July 31, 2007.

Proposals shall be mailed and postmarked by the United States Postal Service on or before June 2, 2006, or hand delivered no later than 3:30 p.m., Hawaii Standard Time (HST), on June 2, 2006, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Homeless Programs Branch will conduct an orientation on May 9, 2006 from 1:00 p.m. to 2:00 pm HST, at 1002 School Street Building L, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 3:30 p.m., HST, on May 15 2006. All written questions will receive a written response from the State on or about May 17-18, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Phyllis Ono at 1002 N. School Street, Building H, Honolulu, Hawaii 96817, telephone: (808) 832-5930, fax: (808) 832-5932, e-mail: phyllis.ono@hcdch.hawaii.gov

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: Original and 4 copies
--

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **June 2, 2006** and received by the state purchasing agency no later than **10 days** from the submittal deadline.

All Mail-ins

HCDCH
Homeless Programs Branch
1002 N School Street
Honolulu, Hawaii 96817

DOH RFP COORDINATOR

Sandra J Miyoshi
For further info. or inquiries
Phone: 832-5930
Fax: 832-5932

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **3:30 P.M., Hawaii Standard Time (HST) June 2, 2006.**

Drop-off Sites

Oahu:
HCDCH
Homeless Programs Branch
677 Queen Street, Suite 300
Honolulu, Hawaii 96813

BE ADVISED: All mail-ins postmarked by USPS after **June 2, 2006**, or not received within 10 days of May 30, 2006 will be rejected.
Hand deliveries will **not** be accepted after **3:30 p.m., HST, June 2, 2006.**
Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **3:30 p.m., HST, June 2, 2006.**

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable	1-1
II.	Website Reference.....	1-2
III.	Authority	1-2
IV.	RFP Organization.....	1-2
V.	Contracting Office.....	1-3
VI.	Orientation.....	1-3
VII.	Submission of Questions.....	1-4
VIII.	Submission of Proposals	1-4
IX.	Discussions with Applicants	1-6
X.	Opening of Proposals	1-6
XI.	Additional Materials and Documentation	1-7
XII.	RFP Amendments	1-7
XIII.	Final Revised Proposals	1-7
XIV.	Cancellation of Request for Proposals	1-7
XV.	Costs for Proposal Preparation.....	1-7
XVI.	Provider Participation in Planning	1-7
XVII.	Rejection of Proposals.....	1-8
XVIII.	Notice of Award	1-8
XIX.	Protests	1-8
XX.	Availability of Funds.....	1-9
XXI.	Monitoring and Evaluation.....	1-9
XXII.	General and Special Conditions of the Contract	1-10
XXIII.	Cost Principles.....	1-10

Section 2 - Service Specifications

I.	Introduction	2-1
	A. Overview, Purpose or Need	2-1
	B. Planning activities conducted in preparation for this RFP.....	2-1
	C. Description of the Goals of the Service	2-2
	D. Description of the Target Population to be Served	2-3
	E. Geographic Coverage of Service.....	2-3
	F. Probable Funding Amounts, Source, and Period of Availability	2-3
II.	General Requirements	2-3
	A. Specific Qualifications or Requirements.....	2-3
	B. Secondary Purchaser Participation.....	2-4
	C. Multiple or Alternate Proposals	2-5
	D. Single or Multiple Contracts to be Awarded.....	2-5
	E. Single or Multi-Term Contracts to be Awarded.....	2-5
	F. RFP Contact Person	2-6
III.	Scope of Work.....	2-6
	A. Service Activities	2-6

	B.	Management Requirements.....	2-8
IV.		Facilities	2-16

Section 3 - Proposal Application Instructions

		General Instructions for Completing Applications	3-1
I.		Program Overview	3-2
II.		Experience and Capability	3-2
	A.	Necessary Skills	3-2
	B.	Experience	3-2
	C.	Quality Assurance and Evaluation	3-2
	D.	Coordination of Services	3-2
	E.	Facilities	3-2
III.		Project Organization and Staffing	3-3
	A.	Staffing	3-3
	B.	Project Organization.....	3-3
IV.		Service Delivery.....	3-3
V.		Financial	3-4
	A.	Pricing Structure.....	3-4
	B.	Other Financial Related Materials.....	3-4
VI.		Other.....	3-5
	A.	Litigation	3-5

Section 4 – Proposal Evaluation

I.		Introduction	4-1
II.		Evaluation Process	4-1
III.		Evaluation Criteria	4-2
	A.	Phase 1 – Evaluation of Proposal Requirements.....	4-2
	B.	Phase 2 – Evaluation of Proposal Application.....	4-2
	C.	Phase 3 – Recommendation for Award.....	4-5

Section 5 – Attachments

Attachment A.	Competitive Proposal Application Checklist
Attachment B.	Sample Proposal Table of Contents
Attachment C.	Work Plan

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	May 5, 2006
Distribution of RFP	May 5, 2006
RFP orientation session	May 9, 2006 1:00 pm-2:00 pm
Closing date for submission of written questions for written responses	May 15, 2006 3:30 pm
State purchasing agency's response to applicants' written questions	May 17-18, 2006
Discussions with applicant prior to proposal submittal deadline (optional)	NA
Proposal submittal deadline	June 2, 2006
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	June 3-5, 2006
Provider selection	June 7, 2006
Notice of statement of findings and decision	June 13, 2006
Contract start date	July 1, 2006

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click "Business Registration"
11	Campaign Spending Commission	www.hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Housing and Community Development Corporation of Hawaii

Department of Human Services

677 Queen Street, Suite 300

Honolulu, Hawaii 96813

Phone (808) **832-5930** Fax: (808) **832-5932**

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: May 9, 2006 **Time:** 1:00 p.m. – 2:00 p.m.

Location: 1002 N. School Street, Bldg L, Honolulu, Hawaii 96813

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: May 15, 2006 **Time:** 3:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: May 17-18, 2006

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required

at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (See paragraph II, Website Reference.)
- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)
- F. Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)
- G. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential,

the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H. Proposal Submittal - Proposals must be postmarked by United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet.

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.
The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.
- Not accepted faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so

received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections

3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See

paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Lillian B. Koller, Esq.	Name: Stephanie Aveiro
Title: Director	Title: Executive Director
Mailing P.O. Box 339	Mailing P.O. Box 17907
Address: Honolulu, Hawaii 96809	Address: Honolulu, Hawaii 96817
Business Queen Liliuokalani Building	Business 677 Queen Street, Suite 300
Address: 1390 Miller Street	Address: Honolulu, Hawaii 96813
Honolulu, Hawaii 96813	

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services

- (4) Financial Management
- (5) Administrative Requirements

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state-purchasing agency, as deemed necessary.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Homeless Programs Branch of the Housing and Community Development Corporation of Hawaii (HCDCH) oversees programs to address the needs of the homeless in Hawaii, and is responsible for the following activities: (1) administering and funding the State Homeless Shelter Stipend Program, State Homeless Outreach Program, and the State Homeless Emergency Loans and Grants Program, (2) developing programs to prevent and abate homelessness, (3) managing and developing properties to serve the needs of the homeless and homeless at risk, (4) coordinating the statewide Homeless Point-In-Time count in partnership with all the counties, (5) facilitating the activities of the State Interagency Council on Homelessness, (6) facilitating the Statewide Coalition of Continuums; and (7) implementing the Homeless Management Information System. Through these activities HCDH is able to work to stabilize homeless families and individuals, increase their ability to obtain and retain permanent housing and move the homeless toward economic self-sufficiency.

However, there is a need for alternatives to releasing exiting prisoners to the streets, where safety cannot be guaranteed and the basic facilities need for successful reintegration is limited in availability. The lack of appropriate options for exiting prisons results in various negative outcomes, including parole and probation violation, and relapse, (etc.) leading back to re-incarceration and increase recidivism rates.

The FY 2007 supplemental budget proposed additional funds to address the problem of homeless in Hawaii. The additional funds will increase the capacity of homeless service needs. The State Homeless Programs Branch, along with the Continuum of Care consortium of service providers and the State Interagency Council on Homelessness has identified services to the homeless that can significantly improve their chances to become self-sufficient.

This project is to initiate a model program, which will provide community reintegration for offenders who are exiting the State prison/jail. As an identified homeless gap this request for proposals is to meet the need for transitions plan in the county of Hawaii, to provide better exit supports, reduce entry into homelessness, and reduce recidivism.

B. Planning activities conducted in preparation for this RFP

An emergency meeting to discuss housing solution for the homeless was conducted by the Governor on March 30, 2006. The Community Reintegration for Exiting Offenders was created to serve homeless persons being exiting from the state prisons. A notice of a Request for Information meeting (RFI-01) was posted on the State Procurement web site www.spo.hawaii.gov on April 5, 2006. The out come of the meeting was to seek written suggestion and comments from interested provider agencies on the RFP for the Community Reintegration for Exiting Offenders.

C. Description of the goals of the service

The over all goals of the State Homeless Programs is to help Hawaii's homeless person increase their stability in the health, housing and social areas so that they may be able to obtain and retain permanent housing and maintain economic independence and self-sufficiency for the long-term. Programs designed to assist homeless persons are more effective and efficient when carried out through carefully planned and systematic approaches, otherwise known as the Continuum of Care systems.

Transitional housing with appropriate supportive services help people progress towards self-sufficiency. Such services include case management, job training and placement, substance abuse treatment, short-term mental health services, and independent living skills training, and permanent housing or permanent supportive housing arrangements.

Since homeless persons and their individual needs exist along a continuum, the goals for a specific program may vary along this continuum based on the particular needs, situations, and abilities of the individuals participating in the program or project. However, the ultimate goal of permanent housing and economic independence should be held as the ideal. The State's goal is to create a coordinated network of providers and jurisdictions working to collaboratively to address the needs of the homeless.

The purpose of the Community Reintegration for Exiting Offenders is to assist provider agencies in paying for their costs involved in providing shelter and services to eligible exiting offenders. The program is authorized by Chapter 103F, HRS. The Community Reintegration for Exiting Offenders will provide exiting offenders a housing option so that they may be able to obtain and retain permanent housing and maintain economic independence and self-sufficiency for the long term by:

1. Stabilizing exiting offenders by providing a safe, decent and sanitary transitional shelter;

2. Addressing the obstacles which prevent homeless person from obtaining and retaining permanent housing through coordinated efforts of health, housing , financial and social services;
3. Transitioning exiting offenders to permanent housing and ensuring this transition is for the long term.

D. Description of the target population to be served

To be eligible for the Community Reintegration for Exiting Offenders, a participant must be exiting from the State prison system, including parolees at risk of violating parole, who have met the requirements for community custody and/or pretrial detainees who are granted supervised release

The service provider will be required to accept applicants who have been assessed as being appropriate, unless the service provider present the Branch justifiable reason that a particular offender should not be accepted into the program.

E. Geographic coverage of service

Community reintegration services shall be provided on Hawaii only.

F. Probable funding amounts, source, and period of availability

The total funding for this RFP inclusive of the project on Hawaii, is approximately \$300,000.00 from July 1, 2006 to July 31, 2007.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

All programs shall have the requirements listed below:

1. Be a profit organization incorporated under the laws of the State **or** nonprofit organization determined by the Internal Revenue Service to be exempt from federal income tax and with a governing board whose members have no material conflict of interest and serve without compensation and with bylaws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations;
2. Have at least one year's experience with the project or in the program area in dealing with the homeless or, with inmates and their families. (exceptions may be granted by the Executive Director of the HCDCH where an agency has otherwise demonstrated the necessary experience or

expertise in the program area) Service provider must have a minimum of one year of successful experience;

3. Have addressed any instances of non-compliance found in past audit and monitoring reports conducted for the State Homeless Programs to the satisfaction of the HCDCH;
4. Have no outstanding balances owing to the HCDCH (exceptions may be granted by the Executive Director of the HCDCH for debts recently acquired and for debts which have a repayment plan approved by the Executive Director of the HCDCH);
5. Be in good standing with the Department of Commerce and Consumer Affairs and the State Department of Taxation; and Internal Revenue Service.
6. Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles
7. Selected applicants shall retain any book, document, paper, file or other record of the performance of services for the purposes of monitoring, evaluating, or auditing the contractor's performance of services and the program, and management and fiscal practices for at least three years, except in any litigation, investigation, audit or other action that is underway. HCDCH and any of their authorized representatives shall have the right of access to any records that are related to the performance of services. The right of access shall not be limited to the required retention period but shall last as long as the records are retained.
8. Monitor participant's behavior to ensure compliance with all State and Federal Laws.
9. The applicant shall be required to comply with all laws, ordinances, codes, rules and regulations of the federal, state and local governments as they relate to the operations of the project and adhere to the instructions prescribed by the HCDCH
10. The applicant shall maintain written policies and procedures for the required services including personnel standards, operating procedures, documentation and record keeping, data gathering and reporting, financial administration, quality assurance and monitoring;
11. The applicant shall operate in a fashion that does not deprive any individual of any right protected by the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 974), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), Title

VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) or Age Discrimination Act of 1975 (42 U.S.C. 6101);

12. The applicant shall comply with the State of Hawaii Codes of Regulations (i.e. Fire Code, Health Code, etc.)

13. The applicant shall indemnify the State of Hawaii and the Housing and Community Development Corporation of Hawaii and shall obtain the following insurance

Automobile Liability	\$300,000
Comprehensive Liability	\$1,000,000

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases None

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☒ Allowed ☐ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as HCDCH deems appropriate to best meeting the need as stated in the RFP.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☒ Single term (\leq 2 yrs) ☐ Multi-term ($>$ 2 yrs.)

Contract terms: 1 year

Initial term of contract: 1 year

Length of each extension: not to exceed 12 months

Number of possible extensions: 1

Maximum length of contract: 2 yr

Conditions for extension: HCDCH may exercise its option to extend up to 12 additional months upon a Supplemental Agreement, depending on the

provider's satisfactory performance of the contracted service(s) and availability of funds.

F. RFP contact person

Phyllis Ono
Homeless Programs Specialist
Housing and Community Development Corporation of Hawaii (HCDCH)
P.O. Box 17907
Honolulu, Hawaii 96817
Telephone: (808) 832-5930 Fax: (808) 832-5932

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities:

At a minimum, the following services shall be provided

1. **Adequate meals:** at least one meal per day and/or cooking facilities or appliances (refrigerator, stove or microwave, sink) with access to food supplies.
2. **Adequate clothing:** or access to a clothing bank.
3. **Adequate shelter:**
For transitional shelters, 24-hour access to a secured, enclosed building, bed, mailing address and locked storage space for participants' use.
4. **Adequate sanitation needs:** Access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy and are adequate for personal cleanliness and the disposal of human waste. Specifically: each living unit (exception: for single-room occupancy facilities, common bathroom facilities
For transitional shelters, shower or tub, sink and toilet for are acceptable).
5. **Adequate case management**
 - i. Intake - obtaining information regarding participant's (and participant's family members' where applicable) name, age, sex, social security number, ethnicity, marital status, dependent children, employment status, income and financial status, citizenship or alien status, education level, health and medical history, homeless status, cause of homelessness, family network system, previous social services received and veteran status, including signing a waiver for release of information.

- ii. Assessment - identifying the needs and barriers to attaining and retaining permanent housing through self-sufficiency.
- iii. Development and implementation of social services plan - identifying the needs and barriers to obtaining and retaining permanent housing, defining the goals, strategies and timeline in a plan to address these needs and barriers through counseling, education, referrals or advocacy, and incorporating this plan into a social services agreement with the participant.
- iv. Services shall include referrals to public and private social services, vocational placement agencies, mental health services, etc. and monitor the integration process from community residential to independent living.
- v. Provide counseling for participants, including crisis intervention, when warranted, assistance with family matters, and assistance in adjusting to independent living in the community. Assist participants with personal budgeting to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after completion of program. Assist each participant in seeking, obtaining, and maintaining, approved employment.
- vi. Social services plans shall be developed within two weeks of entry and at least a minimal of two (2) contacts per month for counseling in the implementation of the social service plans shall be provided, or reasons for not meeting this requirement in a timely fashion should be documented.
- vii. Quarterly updates of participant's social service plan shall be completed and to include ongoing enforcement of house policies.
- viii. Provide urinalysis testing for the use of drugs and alcohol, either on-site or in coordination with other agencies/services providers (i.e. Parole, Probation, or Drug Court, etc.) in accordance with federal/state policy and procedure.
- ix. Monitoring and follow-up – Housing counseling contact shall be documented in the client case file, which shall

include but not limited to the progress of participants as well as ongoing enforcement of house policies.

- x. Program fees collected by contractors shall be in accordance with §17-1199, Hawaii Administrative Rules, which states that program fees shall not exceed the current maximum stipend limits. Program fees shall include the cost of utilities (gas, water and electricity).
- xi. All homeless facilities are required to have written house rules that are made available to participants upon entry. Report all violations promptly to the Department of Parole and Probation.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The contractor shall provide adequate staffing to ensure the delivery services. Personnel shall have minimum qualifications, including experience for staff assigned to the program. The on-site staff must demonstrate experience in handling the day-to-day operation or have equivalent skills, which will ensure the success of the management activities. On-site services shall include 24-hour care, as well as qualified staff to provide case management, social services, and meals. Case managers must have some experience in client assessment and be able to keep accurate case note documenting the participants' objectives and outcomes and the ability to direct the participant to the appropriate resources. The contractor shall also provide transitional housing and security to provide a safe environment for all tenants.

2. Administrative

a. Independent Contractor

The contractor shall be an independent contractor with the HCDCH and be responsible to control and direct the performance and details of the work and services required. The contractor shall be responsible for securing all employee-related insurance coverage and paying all applicable taxes and fees.

b. Insurance and Indemnity Requirements

The contractor shall indemnify the State of Hawaii and the Housing and Community Development Corporation of Hawaii and shall obtain the following insurance:

Comprehensive Liability	\$1,000,000.00
Automobile Liability	
- Bodily Injury	\$300,000.00
- Property Damage	\$50,000.00

c. Federal and State Tax Clearance

The contractor shall provide a tax clearance certificate (issued within the past six (6) months) from the federal and state tax offices, prior to entering into a contract with the HCDCH. Additional tax clearance certificates are required to amend and/or close a contract.

d. Subcontracting

The contractor shall not assign or subcontract any of the contractor's duties, obligations, or interests without the prior written consent of the HCDCH. If approved, the contractor shall be responsible for monitoring the performance of any subcontractor and ensuring that all contract terms and conditions are satisfactorily fulfilled.

e. Grievance Procedures

The contractor shall establish a formal and documented process that provides to the individuals served or seeking services due process, including:

- i) Written notification to the applicant or participant containing a clear statement of the reasons for termination or denial of assistance, the specific date for which assistance will cease, the right of the applicant or participant to have a review of the decision, instructions on how the applicant or participant is to evoke this review, the right of the applicant or participant to review the records and the right to counsel at this review;
- ii) Upon request by the applicant or participant, a review of the decision in which the applicant or participant is given the opportunity to present written or oral objections, be represented by counsel if the applicant or participant so desires, before a person other than the person (or a subordinate of that person) who made or approved the termination or denial decision and to question witnesses and present evidence; and

- iii) Prompt service of the final decision in writing to the applicant or participant.

f. Compliance with Laws and HCDCH Rules

The contractor shall comply with all laws, ordinances, codes, rules and regulations of the federal, State and local governments which in any way affect its operations and to adhere to instructions prescribed by the HCDCH for the effective administration of a program.

g. Confidentiality

Attach as Exhibit IV: Policies and procedures that are used by agency staff regarding the handling of participant files and other confidential information.

h. Americans with Disabilities Act

Describe your agency's efforts to ensure that homeless persons with disabilities are provided with reasonable access to services.

i. Homeless Management Information System (HMIS)

The collection of information of a person experiencing homelessness is required by the Federal Department of Housing and Urban Development (HUD). The HMIS system assists in providing current information regarding the number of homeless, as well as aid in the coordination and tracking of assisted programs.

Providers and government entities are able to pull out information from the HMIS, in order to make more appropriate funding decisions. The contractor shall participate in the State HMIS.

3. Quality assurance and evaluation specifications

Performance of all contracted agencies will be monitored on an ongoing basis by the HCDCH through file reviews, site inspections and other methods.

Failure to comply with reporting requirements or to adequately address monitoring findings may result in the suspension or cancellation of payments or the contract. The contractor shall agree to make their participant files available to the HCDCH for the purposes of monitoring.

The State, the HCDCH, the Comptroller of the State of Hawaii, and any of their authorized representatives, the committees and their staffs of the Legislature of the State of Hawaii, and the Legislative Auditor shall have the right of access to any book, document, paper, file, or other record of the contractor (and any of its subcontractors) that is related to the performance of services in order to conduct an audit or other examination or to make excerpts and transcripts for the purposes of monitoring and evaluating the contractor's performance of services and the contractor's program, management and fiscal practices. The right of access shall not be limited to the required retention period but shall last as long as the records are retained. The contractor shall be required to retain all records for at least three years, except if any litigation, investigation, audit or other action is underway.

4. Eligible Activities

Community Reintegration funding may be used for the following costs:

a. Personnel Costs

Personnel Costs are costs incurred for operations and social services personnel in the provision of contracted services and include salaries and wages, payroll taxes and fringe benefits. Personnel Costs are limited to persons who will directly participate in the delivery of contracted services to participants. Personnel Costs do **not** include administrative payroll costs (refer to Administrative Costs below).

Contractors shall be required to maintain a formal effort reporting system that would substantiate salaries and wages being allocated. The effort reporting system should produce an equitable distribution of charges for an employee's activities.

In addition, the following are ineligible Personnel Costs:

- Sick or vacation leave accumulated prior to the contract period, dues to professional organizations for individuals, any costs considered to be perquisites.

b. Operating Costs

Operating Costs are non-personnel costs directly related to the operation and maintenance of a homeless facility and the provision of contracted services.

Operating Costs must be directly attributable and accountable to the specific homeless facility being funded and must be incurred in the course of program-related business in order to be considered eligible. Any Operating Costs determined by the HCDCH to be

excessive or unreasonable in comparison to like costs shall be ineligible.

In addition, the following are ineligible Operating Costs:

- Substantial renovations or rehabilitation without prior written consent by the Executive Director of the HCDCH.
- Postage charges for newsletters, fundraising activities, or other mailings not required by the program.
- Printing charges for newsletters, fundraising activities, or other reports not required by the program.
- Life insurance, director's liability insurance.
- First class travel, purchase of tickets or coupons to be used after the contract period, out-of-state travel without prior approval.
- Mileage charges of employees for going to and from work or for personal use or non-contract related mileage.
- Monthly parking fees for employees.
- Training for administrative personnel or training for an employee to acquire basic skills which should have been brought to the job or to qualify for duties other than the position held.

Equipment, furnishings and out-of-state travel must be **pre-approved** by the HCDCH.

c. Client Costs

Client Costs are costs directly benefiting a participant, through a subsidy or purchase of supplies, which the participant receives directly. Client Costs must be used for participants at the homeless facility being funded to be eligible.

Eligible Client Costs include but are not limited to:

- Food provisions
- Non-food supplies (educational supplies, program supplies)
- Transportation (bus fare, taxi fare)
Ineligible: Airfare for any purpose
- Financial assistance (direct grant, client savings program, payment of tuition, client stipend)
Ineligible: Assistance with program fees or rent charged by the homeless facility at which the participant resides.
- Moving expenses
- Rental subsidy (only when used in the scattered site program)

d. Administrative Costs

Administrative Costs are costs for general management, oversight, coordination, evaluation and reporting on contracted services.

Up to fifteen percent (15%) of the total approved project budget may be used to pay for Administrative Costs. A line item budget justifying administrative costs must be provided. Costs directly charged to the program may not be used to justify administrative costs.

e. Budgets

Contracted agencies will be expected to expend contract allotments and fees collected from clients according to HCDCH approved budgets, which become part of the contractor's contract with HCDCH. Only HCDCH approved budget amendments will be deemed to be incorporated into the contractor's contract with HCDCH.

5. Output and performance/outcome measurements

Applicant must have outcome measures, benchmarks and data collection methods relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to the target client group, the stated problem and proposed service activities.

- Number of participants accepted into the program.
- Total number of participants referred for job placement.
- Number of participants referred to each treatment component.
- Number of participants successfully completing each service component.
- Number of participants dropping out of each service component.
- Number of participants terminated from the program due to misconducts (positive urinalysis's, assault, etc.).
- Number of participant terminated due to criminal offences.
- Total number of drug tests (positive and negative).
- Number of participants completing the program.
- Of the participants completing the program, how many remain drug free.
- Of the participants who complete the program, how many remain arrest and conviction free.

- Number of participants' transition to permanent housing.
- Numbers of participants who remain in permanent housing after 6 months.

Long term measures of success include recidivism rates and adjustment in the community.

6. Experience

- a. Applicant must have a minimum of one year experience in providing services to the homeless population, or to ex-offenders.
- b. Applicant shall have an established record of managing state, local and/or federal grant funds.
- c. Applicant must demonstrate that all current staff meet all licensing and or credential requirements

6. Coordination of services

- a. The applicant must have capability to coordinate services with other (non-homeless targeted) agencies and other mainstream health and employment programs, mental health, and social services.
- b. The Applicant must have the ability to coordinate program activities, appointment and interviews, with parole/probation officers, and community based ex-offender treatment programs.

7. Reporting requirements for program and fiscal data

- a. Contractors shall submit semi annual activity and financial reports no later than forty-five (45) days after the end of each 6 months of the State fiscal year(s) or as otherwise instructed by the HCDCH. These quarterly reports shall summarize program and financial activities, including but not limited to, numbers served, levels of services performed, outcome objectives achieved, demographic data, problems and recommendations to remedy, income and expenditures to date, and their relationship to the contractor's approved budget.
- b. Contractors shall submit a final report no later than sixty (60) days after the end of the State fiscal year(s) or a sooner termination date or as otherwise instructed by the HCDCH.

The final reports shall document the contractor's overall efforts toward meeting contract requirements, list expenditures actually incurred and contain explanations of variances in said budget.

- c. Contractors shall submit other information or records as may be requested from time to time by the HCDCH in the form required by the HCDCH, including but not limited to, demographic and program activity information for use in a centralized database and/or any community-based planning efforts.
- d. Contractors shall submit all required reports in a timely manner and in the appropriate forms as prescribed by the HCDCH.

8. Pricing structure or pricing methodology to be used

Pricing Structure shall be based on providing shelter and services to eligible exiting offenders.

9. Units of service and unit rate

a. Fair Market Rents (FMR)

The Housing and Urban Development (HUD) Fair Market Rents (FMR) announced in October 2006. Listed is the FMR for Hawaii County. Further information may be obtained at www.huduser.org/datasets/fmr.html

Final FY 2006 FMRs By Unit Bedrooms

	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2006 FMR	\$627	\$753	\$845	\$1,191	\$1,306

Selected applicants will be required to enter into a formal, written contract with the HCDCH in accordance with the laws, rules and regulations of the State of Hawaii. Applicants should review the requirements contained in this RFP as applicants will be held to fulfilling all such requirements if awarded a contract. Applicants should also review the General Conditions attached to this Request-for-Proposal as these conditions become part of any contract with the HCDCH. Please note that the content of successful proposals shall be incorporated into the contract, subject to revisions requested by the HCDCH.

10. Method of compensation and payment

- a.** Payments for the programs shall be made in quarterly disbursements in advance, pursuant to specific written instructions from the HCDCH. Payments request requirements are subject to the availability of funds and allotment by the Director of Finance. Payment shall be made according to the Stipend rates awarded the contractor.
- b.** There will be an initial payment, upon encumbrance of the contract, and quarterly payment request there after, with a five per cent (5%) withholding payment upon completion and approval form HCDCH of all required reports.
- c.** If a reported expenditure is determined by the HCDCH to be inappropriate, an allowed, or not made in accordance with the approved budget, the HCDCH may require that an equivalent amount of monies be refunded by the contractor to the HCDCH. An amount equal to five percent (5%) of the total contract amount shall be withheld as final payment subject to satisfactory submittal of all reports and a valid tax clearance.
- d.** Upon the termination date of the contractors' agreement for whatever reason, any and all unexpended funds advanced by the HCDCH shall be remitted to the HCDCH within 45 days. Funds shall be considered expended if the contractor has written verification that an expense was occurred during the time of performance (not to exceed the termination date of the agreement) any if made in accordance with the approved budget.

IV. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also, describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

The applicant shall have site control at the time of contract.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List experience as an agency providing housing and social services.
2. List experience as an agency providing services to ex-offenders and their families.
3. List prior contact with the public sector in providing services in general for male and female ex-offender specifically.
4. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicants' past service performance and personnel.
5. Describe success applicant has had in recruiting and retaining quality staff, and
6. Provide applicant's current financial statement and any financial audits completed in the last three years.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Include letters of agreement which describe the services to be provided.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently

available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

The applicant shall have site control at the time of contract.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide a list of services the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

1. Program philosophy;
2. Program components;

3. Description of case management services proposed, including record keeping and report writing methods;
4. Description of how basic services will be provided;
5. Description of how the range of services including elements and methods, will be provided for all the required services.
6. Description of how the agency will provide basic and treatment services to a fluctuating population with changing needs.
7. Description of onsite supervision on participants.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state-purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on unit of service pricing structure. Proposal shall identify the unit cost for each bed per day as well as the estimated number of beds to be provided. The pricing shall include all taxes, and all inclusive cost to the state.

All budget forms instructions and samples are located on the SPO web site, See the Proposal Application Check list in section for website address. The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, B Budget

SPO-H-205, A Organizational Wide Budget, by source of funds

SPO-H-206 A, Budget Justification- Personal- Salaries and Wages.

SPO-H-206 B, Budget Justification-Personal Payroll Taxes, Assessment and Fringe Benefits.

SPO-H-206F, Budget Justification-Contractual Services-Subcontracts

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicants' current financial statement and any financial audits completed in the last three years,

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application (100 Points)</i>	
Program Overview	10 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	45 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

Scoring Procedures: For each category, evaluators will read the corresponding section in the applicant's proposal. Scoring will be as follows:

- | | | |
|-------------------------|---|---|
| 100% of possible points | = | Applicant has addressed all elements of the RFP in a logical, comprehensive, detailed manner. |
| 50% of possible points | = | Applicant has addressed some of the required elements of the RFP. |

25% of possible points = Applicant has not clearly addressed the required elements for the RFP.

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

1. Program Overview

The State will evaluate the applicants' ability describe a thorough understanding of the purpose and scope of the service activity.

A. Program Overview (10 pts)

- The proposed service is designed to meet the pertinent issues and problems related to the service activity 5 pts
- The goals and objectives are in alignment with the proposed service activity. 5 pts

2. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills (4 pts)

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

4pts**B. Experience (4 pts)**

- One year experience providing services to the homeless population

4 pts**C. Quality Assurance and Evaluation (4 pts)**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

4 pts**D. Coordination of Services (4 pts)**

- Demonstrated capability to coordinate services with other agencies and resources in the community.

4 pts**E. Facilities (4 pts)**

- Adequacy of facilities relative to the proposed services.

4 pts**2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing (8 pts)

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

4 pts4 pts**B. Project Organization (7 pt)s**

- **Supervision and Training**: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart**: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

4 pts3 pts

3. Service Delivery (45 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

Service Delivery (45 pts)

• Program philosophy	<u>5pts</u>
• Program components	<u>10 pts</u>
• Case Management services	<u>10 pts</u>
• Description of basic services	<u>10 pts</u>
• Description of the range of services	<u>5 pts</u>
• Description of how the service provider will provide service to fluctuating population needs	<u>5 pts</u>

5. Financial (10 Points)

• Financial Points (10 pts)	
• Personnel costs are reasonable and comparable to positions in the community	<u>2 pts</u>
• Competitiveness and reasonableness of unit service as applicable	<u>2 pts</u>
• The budget fully supports the scope of service and requirements of the RFP	<u>2 pts</u>
• Adequacy of accounting system	<u>4 pts</u>

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Workplan Forms

Proposal Application Checklist

Applicant: _____

RFP No.: _____

- The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Refer An amount equal to five percent (5%) of the amount issued under the final payment request shall be withheld as final payment subject to satisfactory submittal of all reports and subject to sections 103-53 and 237-45, Hawaii Revised Statutes, which require a valid tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Services showing that all delinquent taxes, if any, levied or accrued under state law against the PROVIDER have been paid.

ence.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP	X	
Debarment & Suspension		Section 5, RFP	X	
Drug Free Workplace		Section 5, RFP	X	
Lobbying		Section 5, RFP	X	
Program Fraud Civil Remedies Act		Section 5, RFP	X	
Environmental Tobacco Smoke		Section 5, RFP	X	
Program Specific Requirements:				

Authorized Signature

Date

Proposal Application Table of Contents

I.	Program Overview	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience	4
C.	Quality Assurance and Evaluation	5
D.	Coordination of Services	6
E.	Facilities	6
III.	Project Organization and Staffing.....	7
A.	Staffing	7
1.	Staff Qualifications	9
B.	Project Organization.....	10
1.	Supervision and Training	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	
F.	Work Plans	

Community Reintegration for Exiting Offenders

Homeless Programs Branch

**Workplan Forms and
Instructions for Fiscal Year 2007**

1: Type Of Participant**Type of Homeless: Exiting Offenders**

Complete the chart below by projecting the number of each type of participant to be served at each community reintegration facility. If the homeless facility serves as transitional shelters, complete one for each type. Attach additional sheets as necessary.

Facility Name: _____
☐ Community Reintegration

Table 1

TYPE OF PARTICIPANT	FY 2007 Proposed	
Unsheltered homeless Count shall be unduplicated unsheltered homeless individuals (i.e., living on the beach, park, streets, etc.).		
Sheltered (from emergency shelters) Count shall be unduplicated sheltered transitional individuals (i.e., sheltered at Nakolea Transitional Shelter, Onemalu Transitional Shelter, etc.).		
Sheltered (from transitional shelters) Count shall be unduplicated at risk individuals		
Sheltered (Other: drug treatment, mental hospital, YWCA, YMCA, cheap hotel, medical hospital) Unduplicated individuals		
At-risk homeless. Count Shall be unduplicated at risk individuals, including those existing prison or jails.		
Total		

2. Input Objectives: Levels of Services Provided (Community Reintegration)

Complete the following chart by specifying the levels of services.

Facility Name: _____

Table 2

Community Reintegration SERVICE:	FY 2007 Proposed	
Number of Intake/ Assessments (unduplicated entry only) Number of intakes should reflect the number of participants served.		
Number of participants covered by a housing case plan (unduplicated entry only) Count only number of participants who have completed the first /initial social services plan and are ready for intermediate and long term service plans		
Number of counseling contacts (duplicated) must contain documentation relating to the participant's case plan.		
Number of referrals to outside agencies (duplicated) With an organization relating to the participant's case plan.		
i. Life skills (e.g. budgeting, financial, independent living skills, coping skills, anger/stress management, etc.).		
ii. Educational classes (GED, Diploma, Higher Education, Cultural classes)		
iii. Employment: (referral for employment)		
iv. Job training		
v. Family (parenting, reunification, parent support groups, etc.)		
vi. Alcohol or drug abuse treatment		
vii. Mental health services		
viii. Health related services (e.g. nutrition, medical, gerontology, therapeutic massage, aerobics)		
ix. Other (explain)		
x. Other (explain)		
On – site programs		
i. Life skills (e.g. budgeting, financial, independent living skills, coping skills, anger/stress management, etc.) (outside of case management)		
ii. Family –(Parenting, reunification, parent support groups)		
iii. Educational classes (GED, Diploma, Higher Education, Cultural classes)		
iv. Community-related classes (e.g. community		

development, program community meeting, formal volunteering program etc.)		
v. Support Groups (e.g. AA/NA meetings, specialized support groups, emotional fitness, etc.).		
vi. Health services (e.g. nutrition, medical, gerontology, therapeutic massage, aerobics).		
vii. Other (explain)		
viii. Other (explain)		
Employment: if participant obtained and retained employment for 3 months.		
a. if participant obtained and retained employment for 6 months		
b. if participant obtained and retained employment for 1 year or more.		
Legal: Completed Parole or Probation		
Other (please specify)		

3. Outcome Objectives (Community Reintegration)

Complete the following chart by specifying the levels of outcome objectives that were and will be achieved.

Facility Name: _____

Table 3

Community Reintegration OUTCOME:	FY 2007 Proposed	
Number of Intake/ Assessments (unduplicated entry only) Number of intakes should reflect the number of participants served.		
Number of participants covered by a housing case plan (unduplicated entry only) Count only number of participants who have completed the first /initial social services plan and are ready for intermediate and long term service plans		
Number of counseling contacts (duplicated) must contain documentation relating to the participant's case plan.		
Number of referrals to outside agencies (duplicate) With an organization relating to the participant's case plan.		
i. Life skills (e.g. budgeting, financial, independent living skills, coping skills, anger/stress management, etc.).		

ii. Educational classes (GED, Diploma, Higher Education, Cultural classes)		
iii. Employment: (referral for employment)		
iv. Job training		
v. Family (parenting, reunification, parent support groups, etc.)		
vi. Alcohol or drug abuse treatment		
vii. Mental health services		
viii. Health related services (e.g. nutrition, medical, gerontology, therapeutic massage, aerobics)		
ix. Other (explain)		
x. Other (explain)		
On – site programs		
i. Life skills (e.g. budgeting, financial, independent living skills, coping skills, anger/stress management, etc.) (outside of case management)		
ii. Family –(Parenting, reunification, parent support groups)		
iii. Educational classes (GED, Diploma, Higher Education, Cultural classes)		
iv. Community-related classes (e.g. community development, program community meeting, formal volunteering program etc.)		
v. Support Groups (e.g. AA/NA meetings, specialized support groups, emotional fitness, etc.).		
vi. Health services (e.g. nutrition, medical, gerontology, therapeutic massage, aerobics).		
vii. Other (explain)		
viii. Other (explain)		
Number of participants who obtained and retained employment for 3 months.		
a. if participant obtained and retained employment for 6 months		
b. if participant obtained and retained employment for 1 year or more.		
Number of unduplicated participants who completed Parole or Probation		
Number of unduplicated participants who transitioned to permanent housing		
Number of unduplicated participants retaining permanent housing for at least six months after exiting the program		
Other (please specify)		

4. Facilities Description

Complete one Section 3, Facilities Description, per homeless facility. For Scattered Site applicants, summarize information on all sites into one Section 3.

Attach as Exhibit VI: Proof of ownership or management control of each facility (lease or management contract).

Facility

Name: _____
☐ Community Reintegration

A. Living Units:

Complete the following table.

(1) Type of living unit	(2) Size of living unit (square feet)	(3) # of units available	(4) Range of persons	(5) Program Fee charged for unit
Sample: One-bedroom	500 sq. ft.	20	2 - 4	\$300

Total Number of Living Units: _____

Note:

1. "Type of living unit" means dorm room, studio, one-bedroom, two-bedroom, common sleeping room, etc.
2. Self-explanatory.
3. "Number of units available" means the number of living units, which are being applied for under the Community Reintegration for Exiting Offenders Program.
4. "Range of persons" means the number of individuals who can reside in each living unit type/size.

5. Self-explanatory. If program fee changed is by formula (based on income, for example), then indicate formula, any minimum or maximum fees charged, and any income limits enforced.

B. Minimum Services:

Complete the following for each Community Reintegration facility.

Facility Name: _____

☐ Community Reintegration

1. Does this facility meet or exceed the minimum level of adequate meals or cooking facilities required in Section 2. Part III.A.1. of the RFP?
☐ YES ☐ NO
2. Does this facility have a clothing bank on-site or access to an off-site clothing bank?
☐ YES ☐ NO Location of clothing bank:

3. Does this facility have laundry facilities on-site available for the project participants' use?
☐ YES ☐ NO Location of laundry facility:

4. This facility has ☐ 24-hour ☐ 12-hour access to living units.
5. Does this facility provide on-site phone access for participants in the event of an emergency?
☐ YES ☐ NO Location of on-site phone:

6. Does this facility have a mailing address available for participants?
☐ YES ☐ NO
7. Does this facility have locked storage space for participants?
☐ YES ☐ NO Location of locked storage space:

8. Does this facility meet or exceed the minimum level of sanitation needs required in Section 2. Part III.A.1. of the RFP?
☐ YES ☐ NO
9. Does this facility require health clearances, first aid, CPR and other emergency training for staff and/or volunteers?
☐ YES ☐ NO

Attach as Exhibit VII: Emergency procedures in the cases of: 1) fire, 2) violence and fighting, and 3) medical emergencies. Include details of how participants are informed of such procedures and how often fire drills are conducted.

C. Plans to Upgrade:

Describe any plans to upgrade facilities, equipment, or health and safety precautions at the homeless facility.

D. Inspection and Housing Quality Standards (for Scattered Site agencies only):

If you have existing sites, do all of them meet or exceed applicable building, housing and zoning codes, including occupancy standards?

☐ YES ☐ NO

Attach as Exhibit VIII: Policies and procedures on housing quality standards and inspection. Include a copy of any forms used to document housing inspections. (Note: The HCDCH may require that these be amended.)

Except for such variation as are proposed by the applicant and approved by HCDCH, housing must meet the following requirements:

1. Structure and materials. The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.
2. Access. The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
3. Space and security. Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
4. Interior Air Quality. Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
5. Water supply. The water supply must be free from contamination.
6. Sanitary facilities. Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
7. Illumination and electricity. The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.

8. Food preparation and refuse disposal. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
9. Sanitary condition. The housing and any equipment must be maintained in sanitary condition.
10. Fire safety. (1) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If hearing-impaired persons occupy the unit, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. (2) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

E. Project Leveraging:

Describe how leveraged resources will be used in the proposed project and attempts by your agency to secure additional/supplemental resources during the past fiscal year. Describe any plans for future efforts to obtain additional resources to be used in the proposed project.